



JANUARY 2019 INSTRUCTOR NEWS BULLETIN

FIRE MARSHAL LEADERSHIP SEMINARS FOR 2019

See the training bulletin for more information on dates and locations for this year's seminars.

WANTED:

The Indiana Fire & Public Safety Academy Training System is looking for talented instructors who are or have been a fire chief, assistant chief, battalion chief or EMS/EMA/telecommunications director or assistant director and are interested in becoming an instructor for the Executive Leadership Development program. The ideal candidate will be on-boarded through KHI Services as a contractor with Indiana Department of Homeland Security (IDHS).

INTERESTED INDIVIDUALS ARE ASKED TO EMAIL A RESUME TO WADE WALLING (WWALLING@DHS.IN.GOV) AND CHARLES HEFLIN (CHEFLIN@DHS.IN.GOV) TO DISCUSS FURTHER.

ORGANIZATION ROSTER UPDATES (PERSONNEL)

IDHS is working to verify all organizational rosters have been updated. If you need a copy of the individuals affiliated with your agency, please ask your training chief to send an email to Zach Westfall at zwestfall@dhs.in.gov. A roster will be pulled from Acadis and forwarded with directions on what needs to be completed to update your organizational roster.

FIRE CERTIFICATION COURSE REQUESTS

All Fire Certification Course initial exam requests should be submitted by using the [Acadis web form](#) **30 DAYS PRIOR TO THE BEGINNING OF THE COURSE.**

Test Challenges: Submit requests through the initial exam request web form. These must be submitted 16 days or more before the test date. List student names and PSID numbers on the roster.

Retest Requests: Email the fire certification staff member who manages that specific course. See the list at the end of this bulletin for more information on who handles each course.

The following web forms are available: Fire

– Certification Course/Initial Exam

Fire – Certification **Retest** Application – Email the staff member who takes care of the specific course for Retest ID's. You do not have to wait 15 days, but it usually takes about three (3) days to receive.



See the bottom of this bulletin for information on who handles each course.

Fire – Course Request (**Non-Certification Fire**) - Also see Instructors Requesting Non-Traditional Fire Course later in this bulletin.

Student Self-Registration

[Access Acadis](#) to view available classes. Click on “Training Catalog” (located at the top right of screen) to see descriptions of the different courses. You do not need a portal account to browse. You must have a portal account before you may log in to enroll in a course. Once logged into your Acadis account, look for a tab at the top that says “Training & Events” and a tab that says “Registration.” If these are not present, email psidquestions@dhs.in.gov to have your access changed.

TECHNICAL RESCUE AWARENESS LMS

We have created two (2) separate classes in the Acadis self-registration portal for the Technical Rescue Awareness LMS Course. This allows students under the age of 18 to take the course, but it will not be issued to their certification until they turn 18 and meet all of the requirements. [Fire - Technical Rescue Awareness - TR Online OVER 18 - TRA0004 NOV 2018 - Mar 2019](#)
[Fire - Technical Rescue Awareness - Online TRA0005 UNDER 18 NOV 2018 - Mar 2019](#)

FIRE INSTRUCTOR RENEWAL

For resources regarding fire instructor renewal, visit dhs.in.gov/3101.htm

EMS PRIMARY INSTRUCTOR RENEWAL

For resources regarding EMS primary instructor renewal, visit dhs.in.gov/3527.htm

MODULE A, B, C & D PROGRAM UPDATED

Module A – When completed, the student will receive Mandatory Certification

Module B – When completed, the student will receive (HMA, HMO, TRA) Certifications

Module C – When completed, the student will receive FF I Certification

Module D – When completed, the student will receive FF II Certification

MOD B CLASS TEMPLATE UPDATED

This class template has been updated to include all three (3) exams within one class template. These exams **may** be tested **sequentially**. A proctor will receive testing IDs for HMA and HMO. The proctor will need to watch the student submit their HMA exam and verify they passed with a 70 percent or better before giving the student the HMO Exam Testing ID.

Students will complete the Technical Rescue Awareness (TRA) portion of this course online through their Acadis accounts. **This should show up on the student’s main personal portal page with a**

launch icon. The student does **not** need to self-register for TRA. **STUDENTS WILL NOT RECEIVE CERTIFICATIONS UNTIL THEY TAKE AND PASS ALL EXAMS AND PRACTICAL SKILLS.**

Traditional Fire Courses – Certifications are issued.

Non-Traditional Fire Courses – All other courses, certificate of completion

INSTRUCTORS REQUESTING NON-TRADITIONAL FIRE COURSE

1. [Visit Acadis](#) and click on the web form named: **Fire - Course Request (Non-Traditional Fire).**
2. Once the form opens, fill out all boxes.
3. Include the specific times and days in the course description (i.e. 1-3 PM, Mon. & Wed.).
4. Click submit. This prompts fire training staff to enter the class into Acadis.
5. Within five (5) days of the training being completed, the instructor will need to scan:
 - a. The report of training/lead evaluator report
 - b. Rosters (which must include printed names and PSID numbers)
6. Send scanned copies to firecertifications@dhs.in.gov.
7. Certification staff will then confirm and add the class to the student Acadis training record.

PREREQUISITES FOR CERTIFICATION COURSES

Prerequisites must be on the student's record **PRIOR** to listing them on the roster (i.e. student must have completed and passed a certification program, and that program must be posted to their record). All rosters for testing **MUST** include a PSID Number for each student.

Sequential online testing ***is the only exception to the course being on the student's record.***

When sequential testing is conducted the proctor **MUST** watch the student submit their first test and verify they have passed with a 70 percent or better **BEFORE** issuing the second Test ID. **If a student takes the second test and did not pass the first test the second test will be voided.**

SKILLS COMPLETION VERIFICATION –LEAD EVALUATOR ACKNOWLEDGEMENT STATEMENT

Skills must be completed ***prior to students taking a written exam.*** Once skills testing has been completed, the lead evaluator shall access the [Lead Evaluator Acknowledgement form online](#). ***All skills forms must be submitted within seven (7) days of the skills test.*** If the skills verification is not received, certification will not be issued. If a student is not on the roster, **DO NOT** submit skills for them. No retest codes will be sent unless we have received the Lead Evaluator Acknowledgement Statement showing practical skills have been completed.

PHOENIX SOCIETY FOR BURN SURVIVORS

Founded in 1977, the [Phoenix Society for Burn Survivors](#) is the leading national nonprofit organization dedicated to empowering anyone affected by a burn injury.

PUBLISHER RESOURCES

IFSTA/Fire Protection Publications Representative, John Konrad P:
405.744.7701 c: 310.625.7044 john.konrad@osufpp.org

Pennwell Corporation/Fire Engineering Books & Videos Operations Lead, Holly Fournier, P:
918.832.9380 f: 918.832.9319 hollyf@pennwell.com

Public Safety Specialist/ Jones & Bartlett Learning FISDAP, Joy Knobbe
P: 1.800.832.0034 option 2 jknobbe@jblearning.com

ACADEMY STAFF CONTACT INFORMATION

William (Bill) Huffer Fire Training Manager Districts 1, 2, 4 and 7	whuffer@dhs.in.gov
Wade Walling Fire Training Manager Districts 3, 6 and 9 National Fire Academy point of contact	wwalling@dhs.in.gov
Elizabeth Westfall Quality Assurance/Curriculum Development	ewestfall@dhs.in.gov
Donna Saine Fire Certifications Supervisor Course Administrator	dsaine@dhs.in.gov
Regine Hampton Fire Board, Reciprocity, Web forms	rhampton@dhs.in.gov
Teri Dearmin Fire Certifications – see list below Lead Evaluator Acknowledgement Statements	tdearmin@dhs.in.gov
Nichelle (Shelly) Elliott Fire Certifications – see list below Blaster Permits	nelliott@dhs.in.gov

SEE THE NEXT PAGE FOR SPECIFIC COURSE ADMINISTRATORS.

SPECIFIC COURSE ADMINISTRATORS

Mike Schantz mschantz1@dhs.in.gov	Elizabeth Westfall ewestfall@dhs.in.gov	William (Bill) Huffer whuffer@dhs.in.gov	Wade Walling, wwalling@dhs.in.gov
All Rescue Certifications	Fire Officer Strategy & Tactics	Firefighter I, II, (Mandatory & Modular Program) Incident & Health Safety Officer Mobile Live Fire Trailer & Hazmat Trainer Mobile Training Props (V/M, Propane) Hazardous Materials (Awareness, Ops, Technician) Public Life Safety Educator I & II Instructor I & II/III Fire Officer I, II, III, & IV	Executive Leadership Inspector I, II All Driver Operator Leadership Courses Investigator Airport Firefighter National Fire Academy Classes
Certification Courses handled by Teri Dearmin: <ul style="list-style-type: none"> • All Rescues Ops/Tech • Confined Space, Vehicle Machinery, Rope, Structural Collapse, Swift Water, Trench • Driver Operator – ALL • Fire Officer – ALL • Incident & Health Safety Officer • FOST • Hazardous Materials – ALL • Technical Rescue 			tdearmin@dhs.in.gov
Certification Courses handled by Nichelle (Shelly) Elliott: <ul style="list-style-type: none"> • Module A, B, C & D • Mandatory Firefighter & Firefighter I & II • Airport FF • Fire Inspector 1 & 2 • Instructor 1 & 2/3 • Fire Investigator • Public Educator 1 & 2 			nelliott@dhs.in.gov